



**Guard**

**Knowledge  
Checklist**

***(Generic Version)***

**Version 1**

June, 2011

## IMPORTANT NOTICE

This booklet is one of a series of generic training and assessment templates developed by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as guides for heritage railway operators seeking to develop or upgrade their local training and assessment resources.

This booklet and others in the series are not intended to be training resources in their own right but rather to be suitably customised, embellished and adapted by railway operators to match the specific context of their own railway, e.g. types of locomotives, rollingstock and associated equipment, the track layout and infrastructure, the local standard procedures and rules, the safety management and safeworking systems, the railway organisational structure, and the roles and functions of personnel in the railway, etc.

Railway operators seeking to use this booklet and others in the series should initially refer to the ***ATHRA Customisation Guidelines Booklet*** which provides important information on how the generic templates should be used.

### Disclaimer

The information contained herein is made available by the Association of Tourist & Heritage Rail Australia Inc (ATHRA) as part of a set of ***generic training and assessment templates*** for use by individual heritage railway operators.

It is intended that heritage railway operators will be able to create their own local training resources by suitably modifying, embellishing and customising the generic templates to meet their own requirements.

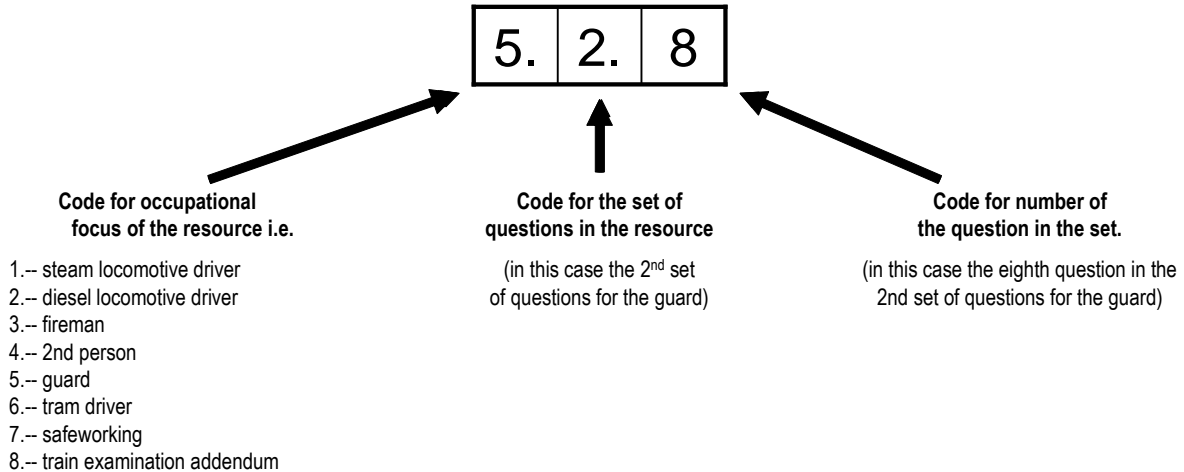
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# NOTES

## CODING SCHEME FOR THE ATHRA RESOURCES

The coding scheme for the ATHRA Resources is as follows:



## CUSTOMISATION OF QUESTIONS IN THE 'KNOWLEDGE CHECKLIST'

As explained in the ATHRA Customisation Guidelines, this *Knowledge Checklist* is a generic document designed to be customized and adapted, if necessary, by local heritage railways to match their own railway configuration, equipment, procedures, safety management systems, etc. Questions in the booklet and related sample responses in the *Mentor's Q&A Booklet* may be modified by updating the content of the existing templates to incorporate appropriate information about the railway's own operating system, equipment, road, procedures, safety management system, etc. This may involve appropriate alteration to existing questions or the insertion of additional suitable questions.

To aid in the addition of questions, if needed, a blank row has been provided at the end of each set of questions in the generic checklist. The following is a step-by-step process to incorporate any additional questions:

1. Using the mouse, select the blank row
2. In the 'TABLE' drop down menu at the top of the document select 'Insert'
3. Click on 'Insert rows below'
4. Repeat as many times as necessary until you have sufficient rows for the additional questions (including the original blank row in the generic document)
5. Insert the text for each of the additional questions
6. Insert the codes of the additional questions as per the coding scheme for the ATHRA training and assessment resources
7. Make sure there are matching questions and sample responses in the *Mentor's Q&A Booklet* with the same code

**Question Set 5.1 Role and responsibilities of a guard on a train**

- Q5.1.1 What are the **key tasks** performed by a guard on a train?.....
- Q5.1.2 Describe the **key safeworking rules** that apply to you as a train guard? .....
- Q5.1.3 What are the **potential consequences** of not following safeworking rules and other regulations applicable to a train guard's role on your railway?.....
- Q5.1.4 What **action** must you take if you find a defect during a shift as a train guard? .....
- Q5.1.5 What **action** must you take if you are involved in a safety incident during a shift as a train guard?.....
- Q5.1.6 What **action** must you in the case of a limit of authority overrun during a shift as a train guard?.....
- Q5.1.7 What are the guard's duties during train shunting activities? .....
- Q5.1.8 Where can you obtain a **copy** of the duties of a guard, the safeworking rules applicable to a guard and other key reference documents a guard needs on your railway?.....
- Q5.1.9 Give three examples of **hazards** that exist when working as a guard. ....
- Q5.1.10 What personal protective equipment (PPE) must be used by guards when carrying out their duties and functions? .....
- Q5.1.11 Give two examples of **risk management strategies** to control hazards when working as a guard.....
- Q5.1.12 *Blank for additional question* .....

**Question Set 5.2 Preparing and starting a steam locomotive**

- Q5.2.1 What **paperwork** must a guard obtain and check when preparing a train for operations? .....
- Q5.2.2 What checks do guards need to make that they have all the **equipment** they need for a train journey? .....
- Q5.2.3 What action must guards take concerning their **watch**? .....
- Q5.2.4 What action must guards take concerning the checking of **communication equipment**?.....
- Q5.2.5 What action must guards take concerning a **train examination**? .....

- Q5.2.6 How does a guard conduct brake tests on a train?.....
- Q5.2.7 What action should be taken by the guard if **defects or deficiencies** are identified during checks or during operations?.....
- Q5.2.8 *Blank for additional question*.....

**Question Set 5.3 Conducting train operations**

- Q5.3.1 How does a guard **signal the driver to start** a train? .....
- Q5.3.2 What is the guard's role in caring for the **welfare of passengers** on a train? .....
- Q5.3.3 How do guards **communicate** with the driver, other train crew and railway staff and passengers via the various communication systems and devices available on the train?.....
- Q5.3.4 What are the procedures for making **announcements** to passengers? .....
- Q5.3.5 Why must guards check that passengers are **clear of the doors** and the **doors are shut** prior to departure or shunting?.....
- Q5.3.6 Why is it important for guards to **check the movements of other trains** when their train is approaching or leaving a station? .....
- Q5.3.7 Why is it important for guards to remain **vigilant** throughout the journey but particularly at or near stations, fixed signals or level crossings as applicable? .....
- Q5.3.8 What is the guard's role in **fault finding** on the train?.....
- Q5.3.9 What is the guard's role if it is found that a **level crossing is defective**? .....
- Q5.3.10 What are five examples of **abnormal situations** that may occur during a train journey and what is the role of the guard in responding to these abnormal situations?.....
- Q5.3.11 What must a guard do during an **emergency evacuation** of a train? .....
- Q5.3.12 What **paperwork** must be completed by guards at the end of a train journey? .....
- Q5.3.11. Describe the method of safe working on your railway and what actions you as guard need to take in relation to the authority to enter a section .....
- Q5.3.12. *Blank for additional question*.....

### Question Set 5.4    **Securing a stationary train**

- Q5.4.1    What must a guard do if a train is to **remain stationary** for a period of time? .....
- Q5.4.2    Describe the duties of a guard if a **locomotive is detached** from the vehicles on the train?.....
- Q5.4.3    What action should a guard take if the train is to remain **stationary and unattended** for an extended period of time?.....
- Q5.4.4    *Blank for additional question* .....

### Question Set 5.5    **Assisting in the shunting of a train**

- Q5.5.1    Who usually **coordinates** the shunting of a train?.....
- Q5.5.2    Describe how the shunter **communicates** with the driver during shunting operations?.....
- Q5.5.3    Who is responsible for **coupling and uncoupling** of locomotives to and from trains?.....
- Q5.5.4    What action must the guard take concerning **brakes on vehicles** during train shunting operations?.....
- Q5.5.5    What are the safeworking procedures for ensuring that during and at the end of shunting operations all required **safeworking equipment** is correctly set and secured? .....
- Q5.5.6    *Blank for additional question* .....

# RECORD OF THE KNOWLEDGE ASSESSMENT

Name of Rail Operator .....

Date assessment completed .....

Name of candidate .....

Signature of candidate .....

Name of the person conducting the assessment.....

Signature of the person conducting the assessment.....

Number of questions satisfactorily answered .....  
*(as per the ticked boxes on checklist)*

## COMMENTS OF THE PERSON CONDUCTING THE ASSESSMENT